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2002

Executive Secretary
CIA Career Service Board
Assistant Deputy/Inspection and Security

13 August 1952

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Career Service Board, I&SO

The Career Service Board for the Inspection and Security Office has been established and consists of the following members:

Chairman - [redacted] (ex-officio) Deputy Security Officer, CIA 25X1A9a

Member - [redacted] Executive Officer, I&SO 25X1A9a

Member - [redacted] Chief, Special Security Division 25X1A9a

Member - [redacted], Chief, Security Division 25X1A9a

Member - [redacted], Chief, Administration and Training Staff 25X1A9a

Secretariat - [redacted], Deputy Chief, Administration and Training Staff, and 25X1A9a

[redacted], Training Officer, I&SO 25X1A9a

Sheffield Edwards
Colonel, GSC

I&SO:HJC/ewd (8-13-52)

Distribution:
Deputy Security Off., CIA
Executive Off., I&SO
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✓ Chief, Security Div.
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I&SO NOTICE NUMBER

SUBJECT: CIA Career Service Program
(I&SO Career Service Board)

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1. A CIA Career Service Program has been established to select, train, and effectively use individuals who have potentialities to meet present and anticipated job needs of the Agency. It is also intended to reward individuals who have the skills required by the Agency; to motivate them towards rendering maximum service with the Agency and to eliminate from the service in an equitable manner those, who in spite of the Program, fail to perform as effective members of the organization. Under the Program, each office is required to establish a career service board. The composition of I&SO Career Service Board is as follows:

Chairman - [redacted] (ex-officio) 25X1A9a
Deputy Security Officer, CIA

Member - [redacted] Executive Officer, I&SO 25X1A9a

Member - [redacted], Chief, Special Security Division 25X1A9a

Member - [redacted], Chief, Security Division 25X1A9a

Member - [redacted] Chief, Administration and Training Staff 25X1A9a

Secretariat - [redacted], Deputy Chief, Administration and Training Staff, and 25X1A9a

[redacted] Training Officer, I&SO 25X1A9a

2. The meetings of the Board will be held at least once Tuesday 2:00 PM month on the call of the Chairman. Three members will constitute a quorum. The I&SO Career Service Board may establish supporting boards as appropriate for the handling of specialized functions.

3. The I&SO Career Service Board is responsible to the Security Officer, CIA, for the operation of the Career Service Program in accordance with Policy established by the CIA Career Service Board. It includes (1) collaboration with other office boards on inter-office career service problems, and (2) the review for approval of the Security Officer, CIA, of plans for the rotation, training, advancement and assignment recommended for the individual by his supervisor.

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4. The functions of the M&SO Career Service Board shall be to serve as advisor to the Security Officer, CIA, on all matters pertaining to the Career Service Program, and to direct within the office the application and functioning of the Program. This shall include, but will not be limited to, the following:

(a) Executing relevant decisions of the CIA Career Service Board and making recommendations to the CIA Career Service Board for improvement of the Career Service Program.

(b) Sponsoring, developing and executing the Career Service Program of M&SO, including an intra-office rotation system, and reporting periodically to the CIA Career Service Board.

(c) Recommending cancellation or continuance of career development actions.

(d) Participating in the development and execution of approved extra-office rotation systems.

(e) Submitting a semi-annual Personnel Evaluation Report to the sponsoring office on each rotation appointee from another office.

(f) Ensuring that the rotation appointees detailed by M&SO to another office are not overlooked for warranted promotion and ensuring that rotation appointees received by M&SO are productive and their assignments commensurate with the purpose of the appointments.

(g) Reviewing continuously conditions of service and duty with a view to making recommendations to the CIA Career Service Board concerning working conditions and benefits that can strengthen morale and increase "esprit de corps".

(h) Reviewing continuously the personnel intake of M&SO, especially at the junior professional level, with a view to ensuring the acquisition of highly-qualified, versatile persons with long-range potentiality.

5. The M&SO Career Service Board will also supervise supporting groups or boards as appropriate for the handling of specialized functions, assigning, to them office personnel as necessary.

6. The Board will review Personnel Evaluation Reports and propose development training. It will recommend advancement

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and promotion plans for individuals, including, but not limited to, the following:

(a) Special training courses within I&SO

(b) Nominees for courses outside I&SO

(c) Planned progression within I&SO for the career development of ~~key~~ capable individuals.

(d) Long-range planning to include rotation and training assignments outside I&SO.

[redacted]
Executive Officer

25X1A9a

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